A logo for a company

Description automatically generated

**Supplier Response for Tender Reference No: 2024-02-048**

**ASSIGNMENT TITLE:** The provision of Printing services for International IDEA offices in Nigeria, operating through RoLAC 2. Offices located in Awka, Adamawa Edo, FCT, Kano and Lagos.

Three suppliers are required for this assignment.

Supplier 1 will support offices in Abuja, and Lagos.

Supplier 2 will support offices in Awka and Edo.

Supplier 3 will support offices in Adamawa and Kano.

**NAME OF ORGANISATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the requirement / question.
3. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.

**Part 1 – Supplier Response**

Please indicate the offices you will be supporting as indicate above.

|  |  |  |
| --- | --- | --- |
| Methodology **(25%)** | | |
| **ID** | **Cat.** | **Requirement** |
| **Q01** | **[MR]** | Outline how you will effectively manage the relationship with the International IDEA and how you will ensure timely and effectively communication with the team; (Maximum of 25 points). In line with the above kindly explain the workflow and approach to be adopted by your organisation in the supplier’s response document.  Please share this information in the space provided below. |
| **Supplier Response:** |
| **Technical area (15%)** | | |
| **Q02** | **[MR]** | Kindly provide photos below of at least five items on relevant materials listed in the price approach documents: (Maximum of 15 points).  Please share company profile and include graphic samples/photos. |
| **Supplier Response:** |
| **Technical experience. :( 30%)** | | |
| **ID** | **Cat.** | **Requirement** |
| **Q03** | **[MR]** | As a printing company, explain your organizational structures, systems and machines that are in place that will ensure timely printing, safe keeping, and deliveries to the points of requirements (please provide supporting document such as personnel, press machines, vehicles etc.); (Maximum of 30 points) **Kindly provide third party evidence of delivery done to at least three locations in Nigeria.** Kindly share purchase order or contract as evidence.This may be included in your company profile document to us. |
| **Supplier Response:** |
| **Consulting /technical experience-30%** | | |
| **ID** | **Cat.** | **Requirement** |
| **Q04** | **[MR]** | How long has your organization been in this business? The organisation must have at least 10 years’ experience. Please list two international organizations you have provided similar services ;(Maximum of 30 points). **In line with the above, please provide letters of recommendation from these organisations stating the location where you have provided satisfactory services.** |
| **Supplier Response:**   |  |  |  | | --- | --- | --- | |  | **Reference 1** | **Reference 2** | | Client organisation (name) |  |  | | Contact name and phone number |  |  | | Date contract was awarded and location where the assignment was executed |  |  | |
| **Financial Proposal (100%) based on the weighted score of 30%.** | | |
| **ID** | **Cat.** | **Requirement** |
| **Q05** | **[MR]** | Kindly indicate the Unit costs for the detailed requirements in the price approach form only. **Kindly do not change the format of this documents.**  Indicate fee rate in Naira |
| **Supplier Response:** Use price approach document |